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	CERTIFICATE AND ACADEMIC PAY		
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The City of Seabrook encourages its employees to participate in advanced training. Professional development is important to employees and is an overall benefit to the operation of the City. Levels of training and certification for professional development should be recognized. It is therefore, the intent of this policy to establish criteria by which compensation for certificates is provided.

The purpose of this policy is to provide for uniform standards of practice and procedure.

The City may choose to change an employee's pay rate based on the employee receiving a certification(s) and/or academic pay for their position.

The following guidelines shall apply to all departments in administering certification and academic pay.

- A. All incentive pay plans, additions, and/or deletions must be reviewed by Human Resources and approved by the City Manager or designee, as provided herein
- B. All certifications and academic education plans are subject to and contingent upon City Council approval of an annual budget that funds these incentives. Certification and academic pay may be provided to all eligible regular employees as outlined in this policy on a pro-rata basis, as determined by the City.
- C. Certificate Pay Eligibility
 1. All full-time employees shall be eligible for applying for certification pay, other than Department Directors and Assistant Department Directors.
 2. An employee must notify their supervisor or department director of their desire to obtain a certification that could be eligible for certification pay.
 3. The certification must be deemed beneficial to the City, must be used in employee's work responsibilities, and must not be a minimum requirement for their position.
 4. Certification pay shall be forfeited if an employee is transferred or transfers to a position where the certification is not applicable.
 5. Certification pay will only begin upon presentation of document to the Human Resources Department and with department director's approval, as provided herein.

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6. Should certification lapse, it is the employee’s responsibility to immediately notify Human Resources. Pay for certification that lapses, shall cease immediately and any overpayment of lapsed certification shall be reported to HR and arrangement to pay back the overpayment shall be made. Reinstatement of certification pay shall resume the pay period following submission of renewed certification to HR.

7. No employee shall receive more than \$250 per month in certification pay.

D. Academic Pay Eligibility

In addition to receiving certification pay, an eligible employee may apply for academic pay. The following criteria shall apply to academic pay:

1. Employee shall be a Certified Police Officer or a certified Telecommunication Operator; and
2. The degree must be deemed beneficial to the City as determined by Department Director and approved by the City Manager, as provided herein; and
3. The degree must be used in employee’s work responsibilities; and
4. The degree must not be a minimum requirement of their position.


CERTIFICATE PAY SCHEDULE

ANIMAL CONTROL

Euthanasia Technician Certification \$25.00 per month

COMMUNITY DEVELOPMENT

Texas State Plumbing Inspector	\$125.00 per month
Residential Building Inspector	\$25.00 per month
Residential Electrical Inspector	\$25.00 per month
Residential Mechanical Inspector	\$25.00 per month
Residential Energy Code Inspector/Plans Examiner	\$25.00 per month
Residential Plans Examiner	\$25.00 per month
Commercial Building Inspector	\$25.00 per month
Commercial Electrical Inspector	\$25.00 per month
Commercial Mechanical Inspector	\$25.00 per month
Building Plans Examiner	\$25.00 per month
Certified Floodplain Manager	\$25.00 per month

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Permit Technician	\$25.00 per month
Certified Code Enforcement Officer	\$25.00 per month
Property Maintenance and Housing Inspector	\$25.00 per month
Certified Building Official	\$100.00 per month

CITY SECRETARY

Texas Municipal Clerk's 1 st Certificate	\$25.00 per month
Texas Municipal Clerk's 2 nd Certificate	\$25.00 per month
Texas Municipal Clerk's 3 rd Certificate	\$25.00 per month
LGARA	\$50.00 per month
Certified Texas Municipal Clerk (4 th Certificate)	\$100.00 per month

CLERICAL

Notary Public	\$25.00 per month
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COMMUNITY & VISITOR RELATIONS

Certified Public Communicator	\$125.00 per month
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EMERGENCY MEDICAL SERVICES


Advanced Burn Life Support	\$25.00 per month
AHA CPR Instructor	\$25.00 per month
AHA ACLS Instructor	\$25.00 per month
Advanced Medical Life Support	\$25.00 per month
Child Passenger Safety Technician	\$50.00 per month
EMS Instructor	\$25.00 per month
Licensed Paramedic (equivalent to an Assoc. Degree)	\$125.00 per month

FINANCE

Certified Government Finance Officer	\$125.00 per month
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FIRE MARSHAL

Peace Officer Intermediate Certification (Non-cumulative)	\$65.00 per month
Peace Officer Advanced Certification (Non-cumulative)	\$90.00 per month
Peace officer Masters Certification (Non-cumulative)	\$145.00 per month
Fire Inspector Intermediate Certification (Non-cumulative)	\$65.00 per month
Fire Inspector Advanced Certification	\$90.00 per month

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(Non-cumulative)
Masters Certification \$145.00 per month
(Non-cumulative)

Fire Investigator Intermediate Certification \$65.00 per month
(Non-cumulative)

Fire Inspector Advanced Certification \$90.00 per month
(Non-cumulative)

Fire Inspector Masters Certification \$145.00 per month
(Non-cumulative)

Arson Investigator Intermediate Certification \$65.00 per month
(Non-cumulative)

Arson Investigator Advanced Certification \$90.00 per month
(Non-cumulative)

Arson Investigator Master Certification \$145.00 per month

HUMAN RESOURCES

Certified Professional, PHR \$175.00 per month
(Non-cumulative)

Senior Professional, SPHR \$175.00 per month
(Non-cumulative)

Fundamentals of Payroll Certification \$25.00 per month
(Non-cumulative)

Certified Payroll Professional \$50.00 per month
(Non-cumulative)

IPMA-HR Certified Professional/SR Certified Professional \$175.00 per month

SHRM-CP/SHRM SCP \$175.00 per month

INFORMATION TECHNOLOGY

Network Plus \$50.00 per month

A+ Certification \$50.00 per month

Security + Certification \$100.00 per month

Microsoft Certification \$25.00 per month

MCSE Productivity Solutions Expert \$125.00 per month

MCSE: Core Infrastructure \$125.00 per month


MCSA: Windows Server 2016 \$100.00 per month

Microsoft 365 Certified: Fundamentals \$25.00 per month

Microsoft 365 Certified Messaging Administrator Assoc. \$75.00 per month

Microsoft 365 Certified Teamwork Administrator Assoc. \$75.00 per month

Microsoft 365 Certified: Enterprise Administrator Expert \$100.00 per month

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Microsoft 365 Certified Security Administrator Assoc.	\$25.00 per month
Microsoft 365 Certified: Modern Desktop Administrator Assoc.	\$50.00 per month
Microsoft 365 Certified Teams Administrator Assoc.	\$25.00 per month
MTA: Windows Server Administration Fundamentals	\$25.00 per month
MTA: Security Fundamentals	\$25.00 per month
MTA: Networking Fundamentals	\$25.00 per month
MTA: Windows Operating System Fundamentals	\$25.00 per month
MTA: Mobility and Device Fundamentals	\$25.00 per month

MUNICIPAL COURT

Certification earned through the TCCA, TMCEC & TMCA

Court Clerk Level I (Non-cumulative)	\$25.00 per month
Court Clerk Level II (Non-cumulative)	\$50.00 per month
Court Clerk Level III (Not Cumulative)	\$175.00 per month

POLICE – TELECOMMUNICATION OPERATORS


Intermediate Telecommunications Certification (Non-cumulative)	\$40.00 per month
Advanced Telecommunications Certification (Non-cumulative)	\$75.00 per month
Master Telecommunications Certification (Non-cumulative)	\$125.00 per month

In addition to the above certification pay, a Telecommunication Operator may also receive pay for the following non-cumulative certificates:

TCOLE Basic Instructor's Certification	\$40.00 per month
TCOLE Advanced Instructor's Certification	\$65.00 per month

POLICE – POLICE OFFICERS

Peace Officer Intermediate Certification (Non-cumulative)	\$65.00 per month
Peace Officer Advanced Certification (Non-cumulative)	\$90.00 per month
Peace Officer Master Certification (Non-cumulative)	\$145.00 per month

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In addition to the certification listed above, a Police Officer may also receive pay for the following non-cumulative certificates:

TCOLE Basic Instructor's Certification	\$40.00 per month
TCOLE Advanced Instructor's Certification	\$65.00 per month


PUBLIC WORKS

Certifications listed below are non-cumulative per class. For example: An employee who holds a Class "C" Wastewater and then received a Class "B" Wastewater, the employee will receive pay for the Class "B" Wastewater and the Class "C" Wastewater pay will be dropped.

Class "C" Wastewater	\$25.00 per month
Class "C" Groundwater, Surface Water, Distribution	\$25.00 per month
Class "B" Wastewater	\$50.00 per month
Class "B" Groundwater, Surface Water, Distribution	\$50.00 per month
Class "A" Wastewater	\$75.00 per month
Class "A" Water	\$75.00 per month
Back Flow Preventer Assembly Tester (BPAT)	\$25.00 per month
Pesticide	\$25.00 per month
Herbicide	\$25.00 per month
Commercial Driver License (CDL)	\$25.00 per month
Pool Operator License	\$25.00 per month
Aquatic Facility Operator License	\$25.00 per month
Splash Pad Certification	\$25.00 per month
Playground Inspector	\$25.00 per month
Master Electrician License	\$175.00 per month
Journeyman Electrician	\$125.00 per month
HVAC License	\$125.00 per month
Texas State Plumbing Inspector	\$125.00 per month
Drone Pilot Certification	\$25.00 per month
ArcGIS Desktop Entry (Non-cumulative)	\$25.00 per month
ArcGIS Desktop Associate (Non-cumulative)	\$50.00 per month
ArcGIS Desktop Professional (Non-cumulative)	\$75.00 per month
ArcGis Online Administration Specialty	\$25.00 per month
ArcGis Utility Network Specialty	\$25.00 per month

ACADEMIC PAY SCHEDULE

Associate Degree	\$115.00 per month
Bachelor's Degree	\$200.00 per month
Master's Degree	\$225.00 per month

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Doctoral (Juris Doctor)

\$255.00 per month